

City of San José
CLASS SPECIFICATION

JOB DESCRIPTION TITLE: Animal Health Technician (3253)
Animal Health Technician PT (3260)

CLASS CODE: 3253, 3260 PT		
DEPARTMENT:	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY:

Provides paraprofessional medical care and treatment to all impounded animals at the animal shelter, under the supervision of the Shelter Veterinarian.

DISTINGUISHING CHARACTERISTICS:

This is a single level class that reports to the Animal Shelter Veterinarian.

Incumbents in this class may need to work weekends, holidays, nights and rotating shifts, respond to emergency animal services assignments during off-duty hours, and wear a uniform.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience: High school diploma and one (1) year of experience handling and caring for animals.

Licensing Requirements

- Incumbents may be required to pass a “breed” test and a “symptoms of disease” test within one year following employment.
- Incumbents may be required to complete P.C. 832 (Level 1) within one year following employment.
- Certification as an Animal Health Technician preferred.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Ability to handle animals humanely and safely, and properly control animals that may be sick or injured.
- Ability to read and comprehend the laws, ordinances, and regulations pertaining to animal licensing and vaccinating requirements. Ability to prepare and maintain accurate statistical records.?
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to use a variety of modern office machines and equipment, including personal computers. Ability to learn the basic characteristics, behavior, and common breeds of domestic animals.

Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job).

- Ability to clearly explain orally and/or in writing, animal control procedures and regulations to the public.

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- Ability to exercise tact and good judgement in all dealings with the public and promote quality customer service.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Receives stray and relinquished animals that are brought to the shelter; assists the public in claiming impounded animals; receives associated fees.	Varies
2.	Feeds and cares for impounded animals; properly kennels all animals.	Varies
3.	Checks and monitors the health of all shelter animals. Renders first aid and emergency treatment as required.	30%
4.	Euthanizes animals, as required, humanely and safely.	10%
5.	Assists the Veterinarian in surgery. Ensures that all equipment and instruments are operable and sanitized.	10%
6.	Maintains pharmaceutical and other veterinary medical supplies.	10%
7.	Cleans and disinfects pound facilities, kennels, and equipment as necessary.	5%
8.	Completes and maintains records on animals entering the shelter.	10%
9.	Receives complaints and reports from the public and other agencies regarding stray animals, animal nuisances, injured animals, or abuse of animals. May assist in answering emergency calls concerning persons bitten by animals and ensures appropriate action is taken.	5%
10.	Assists the public in adopting pets by selecting the most marketable animals; brings selected animals to the front desk; answers questions regarding age, breed characteristics and treatment of animals; and advises the public of legal rights concerning pet ownership. Explains and interprets animal control laws, ordinances, regulations, procedures, and policies to the public.	20%
11.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, bending, stooping, squatting, crawling, reaching, walking, lifting, stepping up and jumping over physical barriers, fingering, grasping, talking, hearing, and seeing.

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Heavy Work: Incumbents may be required to lift up to 100 pounds while handling animals and equipment; may be exposed to bloodborne pathogens while using hypodermic needles on animals, may be exposed to animal scratches and bites, and may be subjected to moving mechanical parts, fumes, odors, gases, chemicals, pollens, and other airborne irritants.

CLASSIFICATION HISTORY

Established 03/01; Part-time classification added 10/04
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